



Wainwright Elementary

5330 Milwee ⑩ HOUSTON, TX 77092

PHONE: (713) 613-2550 ⑩ FAX: (713) 613-2549

<http://www.houstonisd.org/Domain/21520>

School Hours

Monday - Friday
7:30 AM – 3:00 PM

School Colors:

Royal Blue, White, Gold

School Mascot:

Eagle

Volunteers

Please become a Wainwright volunteer! For more information on getting involved, visit our front desk. All volunteers in HISD schools must be cleared through the Volunteers in Public Schools (VIPS) program. Registering with the VIPS program can be done either online through the Parents tab on the HISD homepage (www.houstonisd.org) or on-campus with our office staff. Approval takes approximately 3 weeks.

Who can help you?

Classroom teacher – First Contact
Concepcion Hernandez - Registrar
Debra Harris – Nurse
Mary Thurman – School Secretary
Valyncia Bigsby - Teacher Specialist
Shundon Cooper – Teacher Specialist
--Assistant Principal
Michelle Lewis - Principal

ATTENDANCE: Attendance is taken at 9:30 AM. Students who leave school prior to roll time are marked absent for an entire day. Please send a note upon your child's return to school. Only absences due to illness, death in the family, hazardous road conditions making travel impossible, participation in official school activities, and other unusual circumstances recognized by the principal will be excused. Parents will receive letters about excessive tardies and/or absences that could result in a court warning or fines. Additionally, excessive absences may result in dismissal from the magnet program.

TARDIES: Children who arrive to class after 7:45 AM are tardy. Tardy slips will be issued from the office beginning at 7:45 AM. Children arriving after 7:45 AM must be signed in by a parent. Children who are habitually late (10 minutes or more) may receive a warning letter and may be dismissed from the magnet program.

EARLY DEPARTURE: If you need to pick up your child prior to dismissal time, please send a note in the morning stating the time and the reason the child needs to leave. The person picking up the student **must** show their driver's license. Children who are habitually picked up early (10 minutes or more) may be dismissed from the magnet program. The end of the day can be hectic, especially for students with multiple teachers. **For this reason, students will not be released for early pick up after 2:20 unless it is an emergency.**

Arrival & Departure

ARRIVAL: Students who arrive before 7:30 AM should wait on benches in front of the building. There is no supervision for students who arrive on campus before 7:15 AM.

HISD BUS RIDERS: A student may not ride any bus other than the assigned bus. Transportation is a privilege, and students are required to obey appropriate safety and conduct rules to remain eligible for transportation services.

STUDENT DROP-OFF: Parents driving their student to campus cannot park in front of the school, which is a designated bus zone. Parents must park in the parking lot across the street from the school or in the neighborhood. If parking in the neighborhood, be cautious to avoid blocking driveways, and walk your student to the main building.

STUDENT PICK-UP: Parents **MUST** pick up students from the front benches at 2:55 PM. As with drop off, parents cannot park in front of the school. Utilize the parking lot across the street or park in the neighborhood.

TRANSPORTATION CHANGES: If a child's end of day transportation changes, the parent/guardian must send a note with the date, necessary changes, and a parent/guardian signature. If a note is not received by 1:45 PM, the usual method of transportation will be followed. For safety purposes, E-MAILED NOTES AND PHONE CALLS WILL NOT BE ACCEPTED.

School Visitations

We welcome your visits to Wainwright! For the safety and security of our children, you must sign in at the front office. You must have a valid driver's license or state ID. All visitors must be appropriately dressed.

Cafeteria Visits: Fridays are designated days for parents to eat lunch with their child. The following schedule will be in place for the entire school year:

1st Friday of the month – Prek and 5th Grade

2nd Friday of the month – Kindergarten

3rd Friday of the Month – 1st and 3rd Grade

4th Friday of the Month – 2nd and 4th Grade

Please follow the procedure above when coming for a lunch visit. You may bring lunch for your child only. Because of space limitations, only **one** parent/guardian is allowed per child.

Parties: Only parents/legal guardians may attend class parties. Siblings are not allowed to attend. Teachers will notify parents about specific classroom party procedures.

Playground: For safety reasons, visitors will not be allowed on the playground during the school day.

Classroom Observations: Classroom observations must be coordinated through the principal's office and scheduled in advance. Observations are for extenuating circumstances and must be approved by the principal. Visit will be limited to 15 minutes.

Change of Address

Please keep address and phone numbers up to date in the school office at all times. You may notify us of a change in information by sending a note with your child or calling the front office. In case of emergency, it is vital that we are able to contact you.

Emergency School Closings

For information on school closings, local TV news coverage (NBC, CBS, ABC, FOX) will indicate "All HISD schools." Additionally FM/AM radio stations and www.houstonisd.org will carry latest school closings. In the event of Wainwright-specific emergency closing, parents will receive an automated call out, as well as posting to school website under "Breaking News."

BIRTHDAYS

- Birthdays are acknowledged in the classroom during the school day. Summer birthdays will be acknowledged in May.
- Out of respect for limited instructional time, in-class birthday parties will not be permitted on campus.
- Due to imposed health regulations, cupcakes, cakes, cookies, favors, etc, for birthdays or special occasions, are not allowed, including during lunch time.
- We do not allow the delivery of gifts such as flowers, balloons, etc to classrooms.

Forgotten Items: If you are dropping off forgotten items, you may leave them at the front desk. We will ensure they are delivered to your child.

Personal Items: To prevent distractions in our educational setting, we ask that students refrain from bringing personal items to school. Personal items can be defined as, but not limited to: toys, radios, trading cards, sports equipment, iPods, cameras, make up, stuffed animals.

Cell phones must be turned off for the duration of the school day.

Hand Sanitizer: Students should not bring personal hand sanitizer to school; students have access to hand sanitizer throughout the building.

Buying & Selling Items: Students are not permitted to buy or sell any items at school except for school-sponsored activities and events.

Food & Nutrition Guidelines

To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child's consumption only. The exceptions to this policy are three designated party days determined by the principal.

Conduct Folder

Conduct folders are sent home weekly with student work and communication from your child's teacher along with notices from the school office. Be sure to read information and return folder.

STUDENT DRESS CODE

Appropriate student dress and grooming are important factors in the safe and orderly operation of schools. Each student's appearance should reflect a positive image for the school and contribute to a distraction-free learning environment. The uniform for Wainwright is:

Top: solid navy, green, or white-collar shirt; College/University shirts on Monday; Wainwright spirit shirt Fridays only.

Bottom: khaki pants, shorts, or skirts. Blue denim jeans are allowed on Mondays and Fridays with college/spirit shirt.

In addition, consider the following dress code guidelines when preparing for the school day:

- Shorts, skirts, and dresses must be mid-thigh length or longer. Bike shorts or tights should be worn underneath skirts. Any tights or leggings worn underneath must be of a solid color.
- Students should wear shoes that allow for safe play during recess and PE class. Cleats or shoes with wheels are not permitted. Students should wear shoes with a closed toe.
- Hats, scarves, and other head coverings are prohibited unless for religious reasons.
- Noisy, distracting, or excessive jewelry are not allowed. Also, makeup is not appropriate for elementary school.
- Jackets meant to be worn indoors (ie: sweaters, light jackets) should be solid navy, green, or white.

HOMEWORK

Meaningful homework is a way for children to practice what they learned in school. The amount and type of assignments will vary based on the subject and/or grade level. Enrichment activities such as research papers and science projects can also fall within the realm of homework. Please partner with the school to ensure that your child completes his/her homework.

Code of Conduct

The HISD Student Handbook/Code of Conduct will be available online through the district website (www.houstonisd.org). You will be required to sign the acknowledgement form once a year. You are asked to become thoroughly familiar with this important document and use it as a reference as questions arise. Please make special note of policies detailed under "Student Responsibilities."

Medication Policy

- HISD Board of Education Policy does not permit any school personnel to administer medication of any kind (including aspirin). The nurse, however, can dispense medication under certain conditions.
- All medicine, including cough drops and medicated lip balm, must be brought to the clinic in the original container by the parent/guardian. Except in the case of diabetes and asthma, students cannot carry medication.
- Non-prescription medication will be given to students when necessary only upon receiving a written request with specific instructions from the parent/guardian.
- Prescription medication must be in the original container, properly labeled with the child's name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas.
- When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as **students may not transport medicine to or from school.**

CONTINUED ENROLLMENT IN MAGNET PROGRAM

All students enrolled in the magnet program will automatically be enrolled for the next year assuming satisfactory progress and achievement; students DO NOT need to reapply for each school year. As outlined in the Entrance Agreement, each student must also maintain satisfactory grades, regular attendance, and adhere to the HISD Code of Student Conduct.

Let's Work Together!

- Read notices and newsletters from school.
- Limit TV and encourage reading.
- Read with your child 15 minutes a day.
- Help your child with homework.
- Set a regular bedtime.

